



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA**

**EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Procurement Specialist	<b>Announcement #:</b>	16-PO-05
<b>Appointment:</b>	Full-time, Permanent	<b>Location:</b>	Charleston, WV
<b>Starting Salary:</b>	CL-26 (\$43,140 - \$70,103) through CL-27 (\$47,390 - \$77,030)		
<b>Promotion Potential:</b>	To CL-27 without competition		
<b>Opening Date:</b>	June 16, 2016		
<b>Closing Date:</b>	Open until filled. Applications received by <b>June 27, 2016</b> will receive first consideration.		
<b>Open To:</b>	All qualified applicants		

This position serves the U.S. District Court and the U.S. Probation Office in the Southern District of West Virginia. The incumbent performs advanced procurement duties including preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

#### **Representative Duties**

Procures supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plans and coordinates time and delivery of purchases.

Assesses requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Reviews accounting records of each functional allotment and reconciles accounts. Ensures that accounts have funds available for items being purchased. Prepares spreadsheets and maintains databases to track certain expenditures.

Adheres to the Guide to Judiciary Policies and Procedures and Judiciary Procurement Program Procedures on procurement practices. Prepares spreadsheets and maintains databases to track certain expenditures. Adheres to the court's internal control procedures.

Identifies and maintains lists of vendors and sources of supply for goods and services. Reviews, evaluates, verifies, and processes invoices and prepares payment requests.

Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as reputation and history. Prepares specifications, solicitations, and requests for qualifications/proposals; researches products and equipment; and prepares product/equipment specifications. Obtains and reviews competitive bids, quotes, and proposals from vendors and contractors, and discusses evaluations and reviews with requesters and subject matter experts.

Negotiates with vendors for the best price over contracted services and purchases. Coordinates with selected vendors on supply and delivery of purchased items. Evaluates and monitors

contract performance to ensure compliance with contracted obligations, and assists with clarifying contract requirements and resolving any conflicts.

Performs and coordinates space and facilities administrative and technical projects as a back-up, as needed.

#### **MINIMUM QUALIFICATIONS:**

To minimally qualify for the position, a person must be a high school graduate or equivalent and *have at least one year of specialized experience equivalent to CL-25. To qualify at CL-27 an applicant must have at least two years of specialized experience equivalent to CL-26.*

Specialized experience is progressively responsible procurement experience that demonstrated the ability to apply a body of rules, regulations, directives, or laws and involved the routine preparation of purchase orders and provided knowledge of the rules, regulations, and terminology in the area of procurement and/or financial administration.

*The incumbent must be able to quickly take classes for obtaining, and thereafter maintaining, Contracting Officer Contracting Program Certification - Level 3.*

#### **COURT PREFERRED SKILLS/QUALIFICATIONS:**

- Knowledge of general government procurement policies and procedures and financial systems and protocols needed to maintain purchase order information and invoice payment processing.
- Skill in negotiating terms and conditions of services and contracts with vendors.
- Ability to interpret and implement federal judiciary guidelines, rules, regulations, and policies relating to judiciary procurement and financial functions.
- Ability to conduct in-depth research, analyze options, and communicate the results of the analysis, as well as advise and make recommendations to the court unit executives on matters that take into consideration complex procurement and financial issues.
- Skill and accuracy in mathematical calculations and data entry.
- Excellent communication and interpersonal skills. Must be able to communicate with confidence, clarity, conciseness, and tact, both orally and in writing.
- Ability to consistently deliver excellent customer service.
- A bachelor's degree in business administration or related field.

#### **EMPLOYEE BENEFITS:**

Employees are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security

- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program options
- Periodic salary increases

**INFORMATION FOR APPLICANTS:**

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

**APPLICATION PROCESS:**

Submit a cover letter and current résumé to Korin Parsons, HR Specialist at [Korin\\_Parsons@wvsd.uscourts.gov](mailto:Korin_Parsons@wvsd.uscourts.gov). The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. Reference **Vacancy #16-PO-05**.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

*The United States District Court is an equal opportunity employer and values diversity in the work place.*